

APPENDIX G: IN-DEPTH INTERVIEW GUIDE WITH PVO/NGO REPRESENTATIVES

Date:

Interviewer:

Interviewee:

Title:

Location:

Name of PVO or NGO:

General Statement: The Advisory Committee of Voluntary Foreign Aid is conducting an assessment of the current state of the USAID-PVO relationship, as a way of recording progress, and highlighting areas requiring further attention. This Assessment is timed as the current ACFVA completes its term, and as a planning resource for the next Committee. *We strongly encourage you to elaborate on your answers.*

Before we begin, could you please characterize your experiences working with USAID, PVOs and NGOS, both over the long-term, and more particularly over the past four years?

A. Management and Program Responsibility

1. Over the past four years, have you personally been engaged, or otherwise become familiar, with USAID-supported activities?

with USAID field Missions? Yes ☐ No ☐

with USAID/Washington? Yes ☐ No ☐

2. Which of the following activities best describe your working relationship with USAID over the past four years?

- ☐ global strategy formulation
- ☐ country-level strategy formulation
- ☐ design and development of particular PVO-USAID program
- ☐ negotiation of particular PVO-USAID program
- ☐ implementation of particular PVO-USAID program

3. Which program priorities best describe these efforts?

- ☐ improving health and family planning
- ☐ protecting the environment
- ☐ promoting economic growth (includes training and microenterprise)
- ☐ supporting democracy
- ☐ humanitarian relief efforts

4. On a percentage basis, which procurement instruments has USAID utilized with your PVO?

____% Grant + ____% Cooperative Agreement + ____% Contract = 100%

5. Which statement best describes the extent of USAID funding for your PVO?

☐ Very little ☐ Moderate source of funds ☐ Major source

B. Overall Assessment

1. On a scale of 1 to 5, have you found the USAID-PVO relationship strengthened over the past four years?

Weaker		No change		Stronger
1	2	3	4	5

Please elaborate on the major changes contributing to your assessment:

C. Program Priorities

1. To what extent do your PVO and USAID **presently** share a common development agenda?

☐ Very little ☐ Substantial common ground
☐ Some common ground ☐ Great common agenda

Please explain:

2. How has this common agenda changed **over the past four years**?

☐ No change
☐ Moderate gains in common agenda
☐ Major gains in common agenda

Please explain:

3. In the program areas where you work, do you have greater or less commonality of interests today, compared with four years ago?

	Not Applicable	Less	Greater
improving health and family planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
protecting the environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
promoting economic growth (includes training and microenterprise)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
supporting democracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
humanitarian relief efforts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain:

4. Do your PVO and USAID share greater geographic/regional interests today as compared with four years ago?

☐ Yes ☐ No

5. Which common regional interests have been strengthened/weakened?

	Not Applicable	Weakened	Strengthened
Africa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eastern Europe/ Former Soviet Union	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Middle East	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Latin America and Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain:

6. Does your PVO share more common views with USAID on development approaches (e.g., participatory development and gender analysis) today as compared with four years ago?

☐ Little common view ☐ moderate ☐ great commonality

Please explain:

D. Consultation and Dialogue.

1. Is USAID more receptive to your PVO's views on development?

☐ Less receptive ☐ No change
☐ Somewhat more receptive ☐ Very receptive

Please explain:

2. To what degree has USAID consulted with your PVO regarding USAID's strategic directions?

☐ Not at all ☐ Not much
☐ Moderate consultations ☐ Major consultative process

Please explain the circumstances:

3. Has USAID considered your views concerning program priorities and geographic interests?

Program:

☐ Not at all ☐ A little ☐ Moderate amount ☐ Listened attentively

Geography:

☐ Not at all ☐ A little ☐ Moderate amount ☐ Listened attentively

Please explain:

4. On a scale of 1 to 5, how much has USAID considered your concerns regarding the administration of PVO programs?

Not at all 1 2 3 4 5 Most attentive

Please explain:

5. When and in what fora have these discussions taken place?
6. What are the most effective fora for an exchange of views with USAID?
7. Please provide a concrete example of how USAID has been more open to your concerns as a PVO.
8. Please provide a concrete example of how USAID could be more open to such concerns.

E. Substantive Collaboration.

1. Please cite specific examples of discrete program collaboration between your organization and USAID in the following areas. Explain what worked well and what less so, and why.
- A. The four elements of sustainable development (health and population, environment, economic growth and democracy/governance)
 - B. Humanitarian assistance
 - C. Disaster relief
 - D. Transitions from relief to development
 - E. Women in sustainable development
 - F. The New Partnerships Initiative
 - G. Local NGO strengthening

F. Public Outreach.

1. Does your PVO undertake activities to inform the American public about the importance of development, developing countries, and foreign aid?

☐ Yes ☐ No

Please elaborate on these activities:

2. Has your PVO joined with USAID in any of the following programs?

☐ Development Education Program (Biden-Pell)

☐ Lessons Without Borders

☐ Other

How effective have these programs been?

3. What other specific steps could you suggest to improve the understanding of the American public about these issues?

G. Reengineering and PVOs.

1. What does USAID reengineering mean to you?
2. How has USAID's reengineering effort affected your organization?
3. Has USAID's reengineering effort improved your PVO's ability to carry out development?

- ☐ Don't know ☐ Moderate improvements
- ☐ None ☐ Major improvements

Please explain:

4. Have you found USAID a more reliable and efficient partner?
- ☐ No ☐ Moderately more reliable/efficient
- ☐ Much more reliable/efficient

Please explain:

5. Are USAID budgeting and financial management processes and practices clearer and more efficient?
- ☐ No ☐ Moderately clearer/more efficient
- ☐ Much clearer/more efficient

Please explain:

6. Are lines of authority and decision-making clearer and more decentralized?
- ☐ No ☐ Moderately ☐ Much clearer/decentralized

7. Do you have any other observations regarding USAID's reengineering efforts?
- ☐ Yes ☐ No

Please explain what they are:

H. Procurement Reform.

1. Have you found it easier to register or maintain your registration with USAID?
- ☐ No ☐ Moderately easier ☐ Substantially improved
2. Are the distinctions between the three procurement tools (grants, cooperative agreements, and contracts) clear to you?
- ☐ No ☐ Somewhat clear ☐ Very clear

- 3.** Do you find it simpler and faster to design and develop new PVO programs from:

Grants?	<input type="checkbox"/> No	<input type="checkbox"/> Somewhat	<input type="checkbox"/> Yes
Cooperative Agreements?	<input type="checkbox"/> No	<input type="checkbox"/> Somewhat	<input type="checkbox"/> Yes
Contracts?	<input type="checkbox"/> No	<input type="checkbox"/> Somewhat	<input type="checkbox"/> Yes

Please explain and provide concrete examples. Quantify any time savings if possible.

- 4.** Do you find it simpler and faster to negotiate new PVO programs from:

Grants?	<input type="checkbox"/> No	<input type="checkbox"/> Somewhat	<input type="checkbox"/> Yes
Cooperative Agreements?	<input type="checkbox"/> No	<input type="checkbox"/> Somewhat	<input type="checkbox"/> Yes
Contracts?	<input type="checkbox"/> No	<input type="checkbox"/> Somewhat	<input type="checkbox"/> Yes

Please explain and provide concrete examples. Quantify any time savings if possible.

- 5.** Do you find it simpler and faster to effectively implement new PVO programs from:

Grants?	<input type="checkbox"/> No	<input type="checkbox"/> Somewhat	<input type="checkbox"/> Yes
Cooperative Agreements?	<input type="checkbox"/> No	<input type="checkbox"/> Somewhat	<input type="checkbox"/> Yes
Contracts?	<input type="checkbox"/> No	<input type="checkbox"/> Somewhat	<input type="checkbox"/> Yes

Please explain and provide concrete examples. Quantify any time savings if possible.

- 6.** Do you find USAID procurement policies and practices improved and consistently applied?

<input type="checkbox"/> No	<input type="checkbox"/> Moderately improved and consistent
	<input type="checkbox"/> Very much improved and consistent

Please explain:

- 7.** What remaining observations and suggestions do you have regarding USAID procurement policies and practices?

I. PVO Changes

- 1.** In what ways has your PVO strengthened itself over the past four years?

2. How would you characterize your organization today, when compared with four years ago?

	No changes	Moderate	Major improvements
Financial independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational capabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical capabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain:

3. Has USAID affected any of these changes?
4. How do you plan to further strengthen your organization, and does USAID support these plans?

J. NGO Strengthening.

1. Does your PVO place a high priority on strengthening and partnering with local NGOs?

☐ No ☐ Some importance ☐ Extremely important

Please explain why and how:

2. Has USAID been supportive of strengthening local NGOs?

☐ No ☐ Some support ☐ Very supportive

Please explain:

3. How have NGOs that you work with strengthened their capabilities over the past four years?

	No changes	Moderate	Major improvements
Financial independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational capabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical capabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain:

4. What further steps would you recommend USAID and PVOs take to strengthen local NGOs?

K. Other

- 1.** What other improvements have you found in the USAID-PVO relationship?
- 2.** What are the most important actions that USAID needs to take over the next few years to improve its part of the Partnership?
- 3.** What are the most important actions that PVOs need to take over the next few years to improve its part of the Partnership?